MILPERSMAN 1070-270

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA AND RECORD OF EMERGENCY DATA

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN COM FAX	882-3406/4317 (901) 874-3406/4317 882-2664/2743

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References	(a) Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)

1. **Policy**

   a. The Dependency Application/Record of Emergency Data is used for both officer and enlisted members and serves as an application for dependency allowances and an up-to-date record of emergency data.

   b. When printed and signed, the Dependency Application/Record of Emergency Data is the official document used to determine the following:

(1)	Person(s) to be notified in case of emergency or death.
(2)	Person(s) to receive the death gratuity.
(3)	Person(s) to receive unpaid pay and allowances (arrears of pay) including money accrued during a missing or captured status, unused leave, travel, per diem, transportation of family members, transportation of household goods, and savings deposits found due from Department of the Navy.
(4)	Dependents of member to receive allotment of pay if member is missing or unable to transmit funds.
(5)	Commercial insurance companies to be notified in case of death.
(6)	Service Member's Group Life Insurance and Veterans Group Life Insurance in effect.
(7)	Person Authorized to Direct Disposition of remains.

2. **When to Prepare**. Prepare the Dependency Application/Record of Emergency Data when:

(1)	A member with dependents enters or reenters the Navy or Navy Reserve.
(2)	There is a change in dependent status or number of dependents for a member on active duty.
(3)	A reservist is on active duty, active duty for training, or temporary active duty for more than 30 days. (See Verification below.)
(4)	A member without dependents enters or reenters the Navy or Navy Reserve.
(5)	A reservist is on active duty for training or temporary active duty less than 30 days. (See Verification below).
(6)	There is a change in: • Name or address of a dependent; • Next of kin other than a dependent; • Name or address of a beneficiary, allottee, or insurer; • Citizenship of spouse; • Religion; or • Any remarks on reverse side of the form.

3. **When Not Required to Prepare**. Do not prepare a Dependency Application/Record of Emergency Data when there is a change in the member's:

(1)	Status;
(2)	Grade;
(3)	Rate;
(4)	Beneficiary designation on SGLV-8286, Service Member's Group Life Insurance Election and Certificate;
(5)	Duty station; or
(6)	Military spouse data.

4. **Preparation and Distribution**.

    a. An electronic Dependency Application/Record of Emergency Data (NAVPERS 1070/602) shall be printed from the

Navy Standard Integrated Personnel System (NSIPS) after each data element in the Dependency Application/DOS panel and sub-panels has been reviewed, updated, and transactions have been verified. Guidelines and distribution procedures are contained in reference (a).

     b. If a situation arises in which a new Record of Emergency Data must be executed expeditiously and NSIPS is not available, a DD Form 93 (Rev. 1-08), Record of Emergency Data shall be used. Detailed instructions on the preparation of the paper version of the DD Form 93 are contained on the reverse of the form. This document serves as the Record of Emergency Data only and does not replace the Dependency Application, nor does information provided on the DD Form 93 post to the required Navy databases; therefore, the electronic Dependency Application/Record of Emergency Data (NAVPERS 1070/602) contained within NSIPS shall be completed when the system becomes available.

Rule. When completed and signed, the original NAVPERS 1070/602 or DD Form 93 shall be submitted to Navy Personnel Command using the e-Submission application on BUPERS Online for filing in the Official Military Personnel File (OMPF). Other copies will be distributed by mail.

5. **Verification**

     a. The individual Sailor is solely responsible for the accuracy of the information recorded on his or her Dependency Application/Record of Emergency Data.

     b. All Sailors shall verify the accuracy of data on the newest Dependency Application/Record of Emergency Data (NAVPERS 1070/602) in their OMPF and the data contained on both the Emergency Contact and Dependency Data panels within Electronic Service Record (ESR).

          (1) At a minimum, this data will be verified on the following occasions:

(1)	Upon reporting to a new duty station, permanent change of station.
(2)	Prior to departure on permanent change of station.
(3)	Prior to deployment, regardless of length.
(4)	When ordered to periods of temporary duty in excess of 30 days.

(5)	On each occasion when an Inactive Duty member comes on active duty, including Active Duty Training.
(6)	Member applies for a dependent's DD 1173 (Rev. 3-61), Uniformed Services Identification and Privilege Card (except when that dependent can be verified as enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) with a valid future expiration date).
(7)	Member applies for Government housing.
(8)	Member claims reimbursement for dependents' travel.

(2) In addition, Selected Reservists will verify this information within the 180 day period immediately prior to reporting for Annual Training/Active Duty Training.

c. If correct, members will acknowledge this verification by selecting the "Yes" box on the Dependency Data Panel in ESR after the statement "Is Dependency Data correct?".

d. If incorrect, members will contact their Personnel Support Activity or Personnel Office immediately to prepare a new Dependency Application/Record of Emergency Data

6. **Other Change Reporting Requirements**. Update DEERS whenever there is a change of address of a dependent.